



Job Description Project Coordinator

The Project Coordinator is responsible for directing, organizing and controlling project activities, under the direction of a Project Manager (PM).

SCOPE OF RESPONSIBILITIES:

- Attend client meetings and assist with determination of project requirements.
- Working with PM in the drafting and issuance of project proposals, contracts, RFP's, tenders, budgets, schedules, PO's, Sub contracts etc.
- Attend site meetings to record, prepare and distribute minutes to all project team members and follow up.
- Works with PM to understand and track the progress and quality of work being performed by trades and suppliers.
- Works with PM to use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures.
- Effectively and accurately communicate relevant project information to the PM.
- Assist the PM in the review of Contractor quotations to ensure that fair and reasonable pricing is recommended for approval.
- Prepare for Project Manager signature, track & manage contemplated change notices and change orders.
- Prepare substantial completion certificates and ensure all required project close out documents are obtained.
- Keep the Project Manager (PM) and others informed about project status and issues that may impact client relations and schedule deviations.
- Maintain good communication with sub contractors to assure timely and efficient completion of jobs, proper communication of issues and proper documentation of the entire process at each project.
- Plan, arrange and monitor all shipping arrangements through to fulfillment.

Skills Required:

- 3+ years of experience in supporting Project Managers, with a General Contractor (Industrial, Institutional, Commercial and Residential Construction).
- Handle confidential information and hold oneself to a very high standard.
- Solid multi-tasking and relationship building skills.
- Ability to read and understand construction-related drawings/documents/specs.
- Strong knowledge of construction processes through all phases – startup through construction and closeout.
- Proactively identify problems / issues and develop effective solutions.
- Highly organized, detail oriented & self-motivated with the ability to take initiative and work in a fast-paced environment, handling competing demands.
- Excellent computer skills, including Microsoft Excel, Word, and MS Project.
- Experience working with subcontractors and suppliers.
- Capacity to coordinate multiple tasks through superior time management skills.
- Excellent written and verbal communication and interpersonal skills.

To apply please send your resume to info@lanca.com